



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

PROGRAM TECHNICIAN II

\$2,348 - \$2,855

**PRODUCER LICENSING BUREAU – PROCESSING UNIT
SACRAMENTO**

RESPONSIBILITIES:

Under general supervision, the incumbent performs a variety of duties involving the review and processing of technical, sensitive, and complex insurance licensing related documents. Specific tasks include but are not limited to: verifying applications for compliance with the statutes and regulations for insurance license issuance; providing to the public technical insurance producer licensing information by telephone, in writing and possibly at the public counter. The incumbent may also need to secure and record fees and input related information into the computerized cashiering system.

DESIRABLE QUALIFICATIONS:

- Ability to work independently;
- Good interpersonal and communication skills both verbal and written;
- Dependability, ability to follow directions, initiative, resourcefulness, and good judgment;
- Ability to work cooperatively with others and deal tactfully with the public is also essential.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Program Technician II level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Shari Yamamoto, Department of Insurance - Human Resources Management, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate “PT II, Processing Unit, #145-9928-055” on the State application.** For additional information, please call (916) 492-3418.

FINAL FILING DATE:

May 18, 2001 or until filled

NOTE:

Interested individuals, including list eligibles, must submit a state application to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD